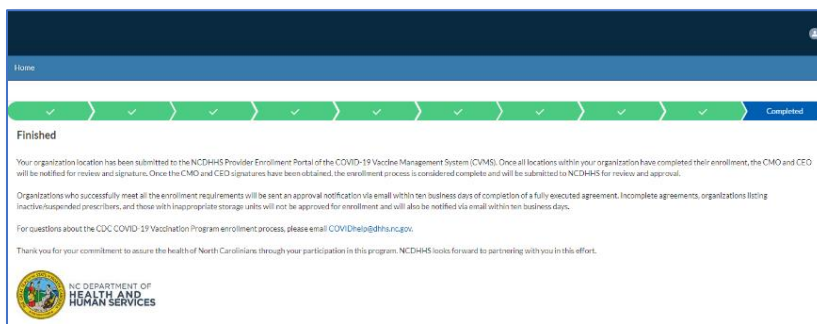# CVMS Provider Enrollment Portal
Complete the Storage and Handling Attestation

As a **PRIMARY VACCINE COORDINATOR** or an **ORGANIZATION ADMINISTRATOR**, you will need to review and sign the **STORAGE AND HANDLING ATTESTATION** to complete the enrollment of your organization in the COVID-19 Vaccine Program**.** This step should be completed before your first COVID-19 vaccine deliveries. If you need to reopen your Provider Agreement to finalize the recently added Storage and Handling attestation, please follow these instructions:

1. Connect to the CVMS Provider Enrollment Portal: **https://covid-enroll.ncdhhs.gov/**

2. Enter your **USERNAME (usually the email address you registered with)** and **Password,** then click Log In[1].

3. If your profile is **VACCINE COORDINATOR**, you will be directed to **COMPLETE SECTION B**. If you are an **ORGANIZATION ADMINISTRATOR**, click on the **LOCATIONS** tab, then click on the **AGREEMENT DETAILS** button of the location you wish to complete**.**

3. From the first page named **LOCATION INFORMATION**, navigate to the **REVIEW** page, by hitting the **NEXT** button at the bottom right of the screen to proceed through seven screens. If any fields with a phone number in it has a leading 1, please remove the 1.

4. On the **REVIEW** page, draw your signature in the box and click on the **ADOPT AND USE** button. Then click Next.

5. On the **STORAGE AND HANDLING ATTESTATION** page, please review the agreement, draw your signature before clicking the **ADOPT AND USE** button.

7. Click the **NEXT** button located at the bottom left of the screen one last time. Your STORAGE & Handling Attestation is now completed.
Note: if you are an Organization Administrator, you may need to repeat this process for all locations.

Please contact the CVMS Help Desk if you experience any issues at CVMS-Help@dhhs.nc.gov.

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[1] If you experience Log-in issues, please reference the **CVMS Provider Enrollment Account Registration and Password Reset User Guide** for more information: https://immunize.nc.gov/providers/covid-19training.htm